

11 AUG 1981

DD/A REGISTRY

FILE: Meetings

MEMORANDUM FOR: ✓ Director of Communications  
 ✓ Director of Data Processing  
 ✓ Director of Finance - phone  
 ✓ Acting Director of Information Services  
 Acting Director of Logistics  
 Director of Medical Services  
 Director of Security  
 ✓ Director of Training and Education  
 Special Support Assistant to the DDA  
 Information Handling Systems Architect  
 Acting Career Management Officer, DDA  
 Equal Employment Opportunity Officer, DDA

FROM: [REDACTED]  
 Executive Officer to the DDA

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SUBJECT: Directorate of Administration Office Directors  
 Conference (U)

1. As you are aware, the Directorate of Administration Office Directors Conference is scheduled to be held [REDACTED] 1-3 October 1981. Our current plans are to depart [REDACTED] on 1 October during the afternoon and to close out the conference at 1200 hours, 3 October. (C)

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2. Since we have to have our agenda firmed up by the first week of September, it is requested that you forward suggested topics to me by 17 August. Topics addressed at the last two conferences include:

1979 - NAPA Report (Fitzwater)  
 Civil Service Reform Act [REDACTED]  
 Career Subgroups [REDACTED]  
 Community Budget and Resources [REDACTED]  
 Orientation Courses [REDACTED]  
 Long-Range Planning (Hart)  
 Security [REDACTED]

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1980 - The Directorate of Operations (McMahon)  
 Directorate Planning [REDACTED] et al.)  
 Productivity (McDonald/Sherman)  
 MI Subgroup and Proposed Expansion (White)  
 Survivability and Crisis Management (Hart)  
 EEO Status Report [REDACTED] (U)

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WARNING NOTICE  
 INTELLIGENCE SOURCES  
 AND METHODS INVOLVED

MORI/CDF


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3. In addition to your suggested topics (and speakers), I welcome any other recommendations you may have regarding the conference. Thanks for your cooperation. (U)



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